COMMUNITY ACTION NPIs

Community action agencies that receive CSBG funding are required to annually report their community action results (outcomes). The CSBG program requires agencies to collect and report their individual, family, and community outcomes within the framework of the three national Community Action goals:

Community Action Goals

- Individuals and families with low incomes are stable and achieve economic security.
- Communities where people with low incomes live are healthy and offer economic opportunity.
- People with low incomes are engaged and active in building opportunities in communities.

To present a uniform and coherent national picture of community action outcomes, the Community Action network adopted and uses the Community Action NPIs for national community action data collection and reporting. The Community Action NPIs measure the impact community action programs, services, and initiatives have on individuals, families, and communities, and measure progress towards achieving the three national Community Action goals.

FY 2022 CSBG APPLICATION INSTRUCTIONS: Community NPIs

As part of your agency's FY 2022 CSBG application your agency is responsible for reporting on the community initiatives your agency will be significantly involved in during FY 2022. For each community initiative your agency will be significantly involved in, your agency will complete a Community Initiative Status Form.

Your agency should only report on community initiatives that are focused on meeting a community-level need and creating community-level change. The following community-level initiative definition is from the National Association for State Community Services Programs (NASCAP):

> A **community-level initiative** is any project, program, coalition, group, committed entities, or other group or activity that has a clearly defined purpose or goal to create measurable community-level change in a specific community (e.g. neighborhood, school district, and service area). Community-level initiatives are about changing the conditions and environment (e.g. assets, infrastructure, and capital) where households with low incomes live and work.
>
> Identifying Community-Level Work
>
> 1) Does the community-level initiative meet a clearly identified community need?
>
> Note - Characteristics of a community-level need include that the need is identified as being systemic in the community, impacting the community at large, the need identifies conditions in the community (e.g. the south side neighborhood does not have early childhood programs) and that there is a clear expectation of change in the identified community.
>
> 2) Does the community-level initiative result in community change that is observable and measurable, and is that change a direct result of the community-level initiative?
>
> 3) Does the community-level initiative include community strategies that engage external stakeholders? (e.g. customers, community partners, others in the community)

Your agency <u>should</u> complete a Community Initiative Status Form and plan to report on:
- Community initiatives that are focused on meeting a community-level need and creating community-level change.
- Community initiatives that will start, continue, or be completed during FY 2022.
- Community initiatives where your agency is significantly involved. Significant involvement means that your agency invests time and resources into supporting the community initiative whether or not your agency is the lead organizer.
- Community initiatives that have clearly established goals for community-level outcomes in place.
- Community initiatives that your agency does alone or in partnership. This includes community initiatives where your agency is the core organizer or one of several active investors or partners.

Your agency <u>should not</u> complete a Community Initiatives Status Form for:
- Community initiatives that are not focused on meeting a community-level need and creating community-level change.
- Community initiatives that occur in the community where your agency is not significantly involved.
- Attendance at information and referral type community meetings, community efforts, or other activities otherwise known as "linkages" that are not designed to pursue specific community-level outcomes.

1. **Prepare a Community Initiative Status Form for each community initiative your agency will be involved in during FY 2022 and submit each form with your FY 2022 CSBG application.**

   <u>Instructions:</u>
   A. For each community initiative, open a Community Initiative Status Form (CISF tabs), and provide the information requested in sections 1 through 11.

   <u>Additional guidance for completing a Community Initiative Status Form starts on page 21 of these instructions. For your agency's FY 2022 CSBG application, only complete sections 1 through 11 on each Community Initiative Status Form your agency submits. Your agency will complete the other sections during and at the end of FY 2022. The due dates and instructions for FY 2022 reporting are provided in the following sections.</u>

==REPORTING INSTRUCTIONS: Community NPIs==

During FY 2022, your agency is responsible for reporting on the progress and outcomes of each community initiative your agency is involved in using the Community Initiative Status Forms. The following are the due dates and instructions for reporting.

==DUE DATE: November 12, 2021==

On or before November 12, 2021, your agency is responsible for reporting on the progress of each community initiative your agency is involved in.

1. **Prepare a Community Initiative Status Form for each community initiative your agency is involved in and submit each form by November 12, 2021.**

   <u>Instructions:</u>
   A. Review each Community Initiative Status Form your agency has in place (the forms your agency prepared and included with your FY 2022 CSBG application). Update and amend any incorrect information on each form, including deleting the community initiative if appropriate.

   B. For each community initiative your agency has not set up a Community Initiative Status Form, open a form (CISF tabs) and provide the information requested in sections 1 through 11.

C. For each community initiative that has a goal (numeric or as a percentage), provide the goal in the TARGETS section. If there is not a goal to report, enter a 0 in the appropriate row and column.

Additional guidance for completing a Community Initiative Status Form starts on page 21 of these instructions. For November 12, 2021 reporting, do not complete sections 12 through 16 on the Community Initiative Status Form. Your agency will complete those sections at the end of the CSBG program year.

<mark>DUE DATE: April 29, 2022</mark>

On or before April 29, 2022, your agency is responsible for reporting on the progress of each community initiative your agency is involved.

1. **Prepare a Community Initiative Status Form for each community initiative your agency is involved in and submit each form by April 29, 2022.**

   Instructions:
   A. Review each Community Initiative Status Form your agency has in place (the forms your agency prepared and submitted for November 12, 2021 reporting). Update and amend any incorrect information on each form, including deleting the community initiative if appropriate.

   B. For each community initiative your agency has not set up a Community Initiative Status Form, open a form (CISF tabs) and provide the information requested in sections 1 through 11.

   C. For each community initiative that has a goal (numeric or as a percentage), provide the goal in the TARGETS section. If there is not a goal to report, enter a 0 in the appropriate row and column.

   Additional guidance for completing a Community Initiative Status Form starts on page 21 of these instructions. For April 29, 2022 reporting, do not complete sections 12 through 16 on the Community Initiative Status Form. Your agency will complete those sections at the end of the CSBG program year.

<mark>DUE DATE: November 11, 2022</mark>

On or before November 11, 2022, your agency is responsible for reporting on the progress of each community initiative your agency is involved in.

1. **Complete a Community Initiative Status Form for each community initiative your agency was involved in during FY 2022 and submit each form by November 11, 2022.**

   Instructions:
   A. Review each Community Initiative Status Form your agency has in place (the forms your agency prepared and submitted for April 29, 2022 reporting). Update and amend any incorrect information on each form, including deleting the community initiative if appropriate. After reviewing each form, complete sections 12 through 16.

   B. For each community initiative your agency has not set up a Community Initiative Status Form, open a form (CISF tabs) and provide all the information requested on the form.

The following is additional guidance for completing a Community Initiative Status Form.

1. Initiative Name: Enter the name of the community initiative.

2. Initiative Year: Enter the number of years the community initiative has been in place. If it has been in place for over 7 years, enter 7+. If it is a new community initiative, enter 0.

3. Problem Identification: Clearly explain the need or problem the community initiative seeks to address in the community. Also, briefly explain how your agency identified the community need or problem.

4. Goal: Provide the overall goal of the community initiative. The goal is the ultimate outcome the community initiative seeks to achieve.

5. Issue: Identify (by entering the number associated with the CSBG domain) the CSBG domain that best represents the community need or problem being addressed by the community initiative. You may enter more than one of the CSBG domains listed.

6. Ultimate Expected Outcomes: From the CNPIs list (CNPIs List tab), identify the CNPI that is used to measure progress towards the community initiative's overall goal, and enter that measure under the CNPI heading and the measure description under the CNPI Measure Description heading. You may enter up to 3 CNPIs.

   If the performance indicator being used to measure progress, is not on the CNPI List, enter "other" under the CNPI heading and enter the measurement being used under the CNPI Measure Description heading.

7. Identified Community: Enter the community the community initiative is targeting to achieve the goal. Only enter one of the communities listed. If the community being targeted is not listed, describe the community being targeted.

8. Expected Duration: Enter the number of years the community initiative is expected to be in place. If it is ongoing and does not have a set end date, enter 7+.

9. Partnership Type: Enter YES next to the level of partnership for which your agency is engaged in the community initiative. Only enter YES next to one of the levels of partnership.

10. Partners: Provide a brief narrative on 1 to 2 partners participating in the community initiative. Include the name of the partner, how they are involved, and the resources they offer to the community initiative.

11. Strategy: From the STRATEGIES list (Strategies List tab), identify the strategy used to achieve the community initiative's overall goal, and enter the strategy under the STR heading. If there are more than 3 strategies, list those strategies under the Other Strategies heading.

   If the strategy or a strategy being used is not on the Community Initiatives Strategies List, enter the strategy being used under the Other Strategies heading.

TARGETS: The CNPI and CNPI Measure Description columns are auto-populated with the information you provide in #6 Ultimate Expected Outcomes section.

   Counts of Change CNPIs
   For each Counts of Change CNPI listed in this section, enter the numeric goal in the TARGET OUTCOME column. Do not enter a baseline percentage. Baseline rates do not apply to Counts of Change CNPIs.

<u>Rates of Change CNPIs</u>
For each Rates of Change CNPI listed in this section, enter the baseline percentage rate in the BASELINE PERCENTAGE column and enter the goal (as a percentage) in the TARGET OUTCOME column. The BASELINE PERCENTAGE is the starting rate that is used to compare and measure percent change for the community initiative.

The following information on Rates of Change CNPIs is from the National Association for State Community Services Programs (NASCAP):

Rates of Change CNPIs require agencies to report the "percent change" (the increase or decrease) of a community-level indicator from one year to the next, or as data becomes available. While requiring a bit more information, these community indicators fully show the impact a community initiative (usually involving multiple organizations) has within an identified community.

For "rate of change," report only when data is available. For example, some data sets may only be published every five years. Therefore, it is only reasonable to report on change once every five years. Agencies do not have to wait for new data; they may use the most recent data available to them. An example is using the U.S. Census annual estimated updates in lieu of waiting ten years for new data.

Agencies may select data sets that are available to them and pertinent to the work of their community initiative. Agencies may also create their own data set by completing surveys, using known data, using the data they have collected, working with a local college or university, or any other way that is logical for the work being done.

12. Progress on Outcomes: Enter the progress level for reporting the community initiative's outcomes. Enter "No Outcomes" if the community initiative is still in progress, but there are no outcomes to report for FY 2022. Enter "Interim Outcomes" if the community initiative is still in progress and there are outcomes to report for FY 2022. Enter "Final Outcomes" if the community initiative has ended and there are final outcomes to report for FY 2022.

13. Impact of Outcomes: If there are interim or final outcomes to report, provide a brief narrative that explains the impact of the community initiative's outcomes.

14. Outcomes to Report: The CNPI, CNPI Measure Description, Baseline Percentage, and Target Outcome columns are auto-populated with the information you provide in #6 Ultimate Expected Outcomes and Targets sections.

<u>Counts of Change CNPIs</u>
For each Counts of Change CNPI listed in this section, enter the interim or final outcome in the OUTCOME column.

<u>Rates of Change CNPIs</u>
For each Rates of Change CNPI listed in this section, enter the interim or final percentage rate in the OUTCOME column.

Explanations: For each <u>final outcome</u> reported, review and compare the TARGET OUTCOME and final OUTCOME and explain any significant differences between them.

15. Final Status: Enter the community initiative's final status. Enter "Still Active" if the community initiative is still in progress. Enter "Ended Early" if the community initiative ended sooner than expected. Enter "Completed Still Delivering Value" if the community initiative has ended but outcomes are still being obtained in the community. Enter "Ended as Planned" if the community initiative ended as planned and is no longer obtaining outcomes.

16. Lessons Learned: Provide brief narratives on the lessons learned during the community initiative. Include information on what went well or is going well with the community initiative, the barriers, and the important findings.

Comments/Notes: Optional space for your agency's comments and notes about the community initiative.